

CITY OF ELKHART – JOB DESCRIPTION

DEPARTMENT	Public Works and Utilities	POSITION	Operations Supervisor
CATEGORY	Salaried	STATUS	Full-time, Exempt
REPORTS TO	Utility Services Manager	DATE	December 2017
JOB SUMMARY	Under the direction of the Utility Services Manager, the Operations Supervisor is responsible for oversight of the day-to-day operations activities of Elkhart's three water treatment facilities, 20 MGD wastewater treatment facility and CBU affiliated Operations Team. This position holds a high level of technical difficulty, requiring a broad knowledge background in water and wastewater treatment process design, monitoring and control and leadership skills.		
PRINCIPAL DUTIES AND RESPONSIBILITIES	<ul style="list-style-type: none">• Coordinate with analytical laboratory staff for sampling protocols and monitoring in both the water and wastewater sampling programs.• Coordinate with Maintenance Supervisor on corrective and preventive maintenance work order activities that interface with operational activities.• Provide direction of day-to-day operational process control strategies, including iron and manganese removals, disinfection, activated sludge, anaerobic digestion and biosolids processing.• Coordinate activities associated with the formal and timely reporting of operational control data ensure compliance with all permitted activities.• Prioritize projects involving the replacement equipment, adding new equipment and identifying new technologies to enhance plant performance.• Develop and monitor operations budgets and trend expenditures.• Coordinate emergency operational activities such as provide guidance for emergency call-ins, assuring complete and comprehensive communications procedures and follow-up with proper documentation.• Develop technical specifications for bidding contracts for water and wastewater construction, equipment purchase and installation, service, supplies and chemicals.		
OTHER DUTIES AND RESPONSIBILITIES	<ul style="list-style-type: none">• Identify and qualify potential vendors for supplying chemicals, equipment or services for the Utility.• Identify and qualify potential candidates to join the Operations Team as positions become available.• Coordinate and lead weekly Operations and Maintenance Team meetings.• Perform other related duties as required, including cooperative joint efforts with other divisions or departments.		
EDUCATION AND EXPERIENCE	<ul style="list-style-type: none">• High School Diploma or GED equivalent and Bachelor's degree in Environmental Science, General Science, Biology or Chemistry required.• Minimum of three years' experience in the operation of water and wastewater treatment facilities.• Hold or obtain a WT3 Water and Class IV Wastewater Certification as required by the Employer.		

KNOWLEDGE, SKILLS, AND ABILITIES	<ul style="list-style-type: none"> • Knowledge of water and wastewater treatment technologies, including theory, major equipment components, process control, analytical methods and instrumentation. • Word processing, spreadsheets, database management systems and other specialized applications such as GIS. • Strong leadership and communication skills, both oral and written. • Provide guidance and direction to Operations Team Members to enhance professional development on personal level and as a Team.
PHYSICAL, MENTAL, AND VISUAL SKILLS	<ul style="list-style-type: none"> • Ability to communicate effectively, use courtesy, tact, diplomacy and persuasiveness when coordinating with and training Team Members. • Must have knowledge and ability to work with minimal supervision. • Must be available for after hour emergencies and consulting with off hour Operations Team Members.
WORKING CONDITIONS	This position is a combination of an office environment and water and wastewater treatment environments which present chemical, biological and physical hazards. Employee must be able to wear and/or use a variety of personal protective gear to prevent exposure to hazards as well as understand and follow safety and maintenance procedures.
DRUG TEST REQUIRED	The City of Elkhart is a Drug Free Workplace. Therefore, a post offer, pre-employment drug screen is required. Random drug testing may be conducted after employment.
POLICY STATEMENT	<ul style="list-style-type: none"> • The incumbent is required to possess the knowledge, skills, and abilities, and the physical, mental, and visual skills described in this job description to perform the principal duties, responsibilities and essential job functions. • This job description is intended to describe the general nature and level of work being performed by the incumbent. Principal duties and responsibilities are intended to describe those functions that are essential to the performance of this job and “other” duties and responsibilities include those that are considered incidental or secondary to the overall purpose of this job. • This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by the Mayor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

EMPLOYEE SIGNATURE

I have read and understand all the above. I have reviewed the duties and responsibilities for which I am responsible, as well as the minimum requirements of this position, with my supervisor. I understand that this document does not create an employment contract, and the above declarations are not intended to be an “all-inclusive” list of the duties and responsibilities of the job described. Rather, they are intended only to describe the general nature of the job.

Employee_____ Date_____

Dept. Head_____ Date_____

Human Resources Director _____ Date_____